



November 13, 2014

Subject: **Name and Address Changes** for Hospitals and their affiliated nursing homes, hospice facilities or long term care facilities.

The Office of Vital Records has recently been made aware of name changes for a variety of hospitals and/or facilities. The Vital Records Electronic Registration System (ERS) needs to have the most current name of the hospital or facility in order for the information on birth and death records to be accurate.

Vital Records typically uses the name listed on the hospitals' or facilities' license which is registered with the Department of Health and Human Services Licensing Division. However, we usually don't make system changes to the ERS until notified in writing (by mail or email) from the facility. Please notify us whenever there is a change. The hospital or facility name should match what is on file with the licensing division. Until Vital Records hears from you, we will continue to use the name and address listed in our system.

Please review the name and address of your facility. If the name or address of the hospital or facility has changed, please contact Jackie Fairbanks at: jackie.fairbanks@nebraska.gov. You may also write her at Nebraska Vital Records Office, P.O. Box 95065, Lincoln, NE 68509-5065.

We look forward to working with hospitals and facilities to ensure the most accurate information is printed on birth and death certificates. Thank you for your time and consideration with this matter.

Sincerely,

Stanley S. Cooper

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